

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Visayas State University, Barbar, Leyte in the CSC website:


LOURDES B. CANO
HRMO

Date: December 19, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Exp.	Elig.		
1	GUIDANCE COUNSELOR I	GUIDC1-2-2008	11	20,179	Master's degree in Guidance and Counseling	none required	none required	RA 10880 Guidance Counselor I	Core: 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office 2. Delivering Services Excellence - Complies with VSU's established standards of service delivery for customer satisfaction 3. Communication Savy - Effectively delivers messages that simply focus on facts or information, 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change. 6. Gender-responsive management - Promotes gender equity and women empowerment to address gender-related problems and issues. Functional: 1. Administrative Services Management - Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/ departments/centers.	ALANG ALANG CAMPUS

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Exp.	Elig.		Competency (if applicable)
2	GUIDANCE COUNSELOR II	GUIDC2-1-	12	22149	Master's degree in Guidance and Counseling	none required	none required	RA 1080 Guidance Counselor	2. Quality Assurance - Controls and improves, as necessary, the quality of audit/assessment/accreditation processes; Implements continuous and periodic audit/assessment quality monitoring; Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. 3. Documents and Records Management - Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations. 4. Use of Information and Communications Technology (ICT) - Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies in accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.	VSU MAIN

Interested and qualified applicants should signify their interest in writing. Diverse applicants are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than Dec. 29, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph.
2. Performance rating in the present position for one (1) year (if applicable).
3. Photocopy of certificate of eligibility/rating/licensure, and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

LOURDES B. CANO

Director, COAHRD

COAHRD, VSU, Visca, Baybay City, Leyte, admission@vsu.edu.ph, Personnel_offices@vsu.edu.ph, technicalstaff@vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the Visayas State University, Bardoy, Leyte in the CSC website:

LOURDES B. CANO

HRMO

Date: December 19, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Exp.	Elig.	Competency (if applicable)	
1	EDUCATION PROGRAM SPECIALIST II	EPSS-3-200	16	31,765	Bachelor's degree relevant to the job.	4 hrs	1 yr	CS Professional	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction 3. Communication Savvy - Effectively delivers messages that simply focus on facts or information; 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change. 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues. <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management - Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/ departments/centers. 	VSU MAIN

No. <small>(Parenthetical Title, if applicable)</small>	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Exp.	Elig.	Competency (if applicable)	
								<p>2. Quality Assurance - Control and improve, as necessary, the quality of audit/assessment/ accreditation processes; Implement continuous and periodic audit/assessment quality monitoring; implements the effective identification, selection, acquisition, development, utilization, and protection of technologies.</p> <p>3. Documents and Records Management - Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.</p> <p>4. Use of Information and Communications Technology (ICT) - Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies in accordance with the mandates of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.</p>	

Interested and qualified applicants should signify their interest in writing. Diverse applicants are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than Dec. 29, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/training/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

LOLRODES CANO

Director, ODAARD

J. Viera, Bafeng City, Leyte, odaaard@unl.edu.ph, PersonalOfficer@unl.edu.ph, hrd@unl.edu.ph
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Visayas State University, Baybay, Leyte in the CSC website:


LOURDES B. CANO
HRMO

Date: December 19, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Exp.		
2	Heavy Eqpt Optr I	HEO1-2-1998	6	14340	High school graduate or completion of relevant vocation al/trade course	None required	None required	Heavy Eqpt Optr (MC 10, s. 20136 - Cat II)	VSU MAIN

Core:
 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office
 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction
 3. Communication Savvy - Effectively delivers messages that simply focus on facts or information;
 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results
 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.
 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues.

Interested and qualified applicants should signify their interest in writing. Diverse applicants are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than December 28, 2018.

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

We hereby request the publication of the following vacant positions of Visayas State University, Baybay, Leyte in the CSC website:

LOURDES B. CANO
(HRMO)

Date: December 16, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job Pay Grade	Annual Salary	Education	Training	Experience	Eligibility	Qualification Standards		Place of Assignment
									Competency	(if applicable)	
1	Administrative Officer III	ADOF3-23-2004	14	254944	Bachelor's Degree	4 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behavior, adhering to ethical as well as moral principles, values, and standards of public office 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction 3. Communication Savvy - Effectively delivers messages that simply focus on facts or information. 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change. 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues w/ functional competencies		VSU MAIN

Interested and qualified applicants should signify their interest in writing. Diverse applicants are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than December 26, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

LOURDES B. CANO

Director, ODAHRD

ODAHRD, VSU, Vice, Baybay City, Leyte, odahrd@vsu.edu.ph, Personnel.office@vsu.edu.ph, lourdescano@yahoo.com